

SORF Expense Report

Department of Student Engagement

For programming, projects, and contingency applications, RSOs must submit an Expense Report including proof of purchase(s) to sorf-finance@illinois.edu no later than twenty-one (21) days after the conclusion of the final program date, the project end date, or contingency purchases. Any funds not reconciled after twenty-one (21) days will be considered unused and will be returned back into the SORF fund.

Name of RSO: _____ Student Org General Fund #: _____

Treasurer Name: _____ Application Number: _____

#	Date of Purchase	Vendor	Item Purchased	Item Cost	Quantity	Total
1				\$		\$
2				\$		\$
3				\$		\$
4				\$		\$
5				\$		\$
6				\$		\$
7				\$		\$
8				\$		\$
9				\$		\$
10				\$		\$

Grand Total	\$
SORF Allocation	- \$
Difference¹	\$

Treasurer Signature: _____ Date: _____

President Signature: _____ Date: _____

Supporting Documentation must be submitted to the SORF Finance Secretary along with this document. ***All Documents must be attached as PDFs.*** Files attached with a different file type will be denied. There are two (2) types of acceptable supporting documentation as listed below:

- Receipts & Invoices - Each expensed item(s) must have an accompanying receipt or invoice which clearly denotes services rendered or product purchased and has been PAID in Full. Estimates, order fulfilled, and/or confirmations do not meet this requirement.
- Contracts: A copy of the completed and signed (by both parties) contract must be submitted. Visible signatures must be on the contract. Text with a signature font does not meet this requirement unless utilizing a digital, verifiable signature (i.e. Adobe Sign, DocuSign, Verisign, etc.)

¹ If RSO spends more than SORF Allocation, RSO is required to cover the difference. If the RSO spends less than SORF Allocation, remaining funds are returned to SORF.